



United States
Department of
Agriculture

Food and
Nutrition
Service

Mountain
Plains
Region

1244 Speer Boulevard
Denver, CO
80204-2581

MAR 05 2003

Reply to
Attn of:

SFSP-474
SP 03-11

Subject:

Fiscal Year (FY) 2003 Reporting Requirements for Seamless Summer Feeding Waivers

To:

STATE AGENCY DIRECTORS – Colorado ED, Iowa, Kansas, Missouri DH,
(Special Nutrition Programs) Missouri ED, Montana OPI, Nebraska, North Dakota,
South Dakota, Utah and Wyoming

As you know, the Seamless Summer Feeding Waiver was a popular choice in FY 2002 for over 500 school food authorities (SFA) that provided summer meals. For FY 2003, we are asking State Agencies (SA) to continue reporting seamless data on the FNS-10 electronic report, as previously instructed. In addition, since FNS will not be involved in the approval of seamless waiver requests, we are asking SAs to report the total number of SFAs and sites operating under the waiver in FY 2003. These reporting requirements are discussed in more detail below.

Meal Reporting Instructions on the FNS-10 Report

As in FY 2002, SAs are asked to report seamless meal data in two ways on the FNS-10:

First, in order to be reimbursed at the free rate for each seamless meal, SAs must report seamless meals by type under the free category for each type of meal (i.e., the seamless meals by type are included with the other National School Lunch Program meals by type under the free categories).

Second, for FNS evaluation purposes, SAs are asked to report seamless meals separately by meal type under the remarks section of the FNS-10. In other words, only seamless meals should be reported in the remarks section. This data should be reported in the remarks section of the FNS-10 electronic monthly report for each month that seamless waiver meals are served.

The FNS-10 reporting instructions, outlined in SFSP-469, SA 03-08, are repeated below.

- Report lunches and suppers served under the waiver on lines 5a (and on line 5b, if applicable) of the FNS-10.
- Report snacks served under the waiver on line 5c only (do not include them in the subtotal for Area Eligible Snacks on line 5d).

- Include breakfasts served under the waiver on line 6 and on line 7, if applicable.
- Report the number of meals served under the seamless waiver by meal type each month in the remarks section of the FNS-10 report (located at the bottom of the first screen). Since there is a very limited amount of space available in the remarks section, use the following abbreviated format:
 - Waiver: LN - (# of waiver lunches and suppers); BK - (# of waiver breakfasts, regular + severe need); SNK - (# of waiver snacks).
- Waiver meals should be reported on the 30 day and 90 day reports for each month that waiver meals are served. For the 30-day report, include the total of actual and estimated meals; for the 90-day report, include only actual meals.

Number of Seamless Waivers Operating in FY 2003

In addition to the information on the FNS-10, we are asking SAs to provide to the Regional Office, the total number of seamless waivers, including sites, operating in FY 2003 (includes waivers approved in FY 2001 or 2002 and continuing to operate in FY 2003).

The SA should report preliminary information on the number of seamless waivers and sites by May 31, 2003; final/revised information should be provided by August 31, 2003. States may choose paper or electronic transmission of this information.

If you have any questions, please contact our office at (303) 844-0359.

for Christy Kennedy
DARLENE SANCHEZ
Regional Director
Special Nutrition Programs